

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



December 14, 1984

ALL-COUNTY LETTER NO. 84-128

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: REQUESTS FOR APPROVAL OF EXPENDITURES FOR
NONMANDATED CHILD WELFARE SERVICES

REFERENCE: ALL-COUNTY LETTER NO. 83-121

Manual of Policies and Procedures Sections 30-120, 30-220, 30-320, and 30-420, require that counties obtain prior approval from the State Department of Social Services for funding of any service activity not mandated by regulation. This letter outlines the procedure to be used in making a request for such approval.


1. All requests for purchase of nonmandated services should be submitted in writing in advance of the planned expenditure.
2. If there is not time to make a written request and receive a response prior to the needed expenditure, a request by telephone may be made.
3. Each individual request must include:
 - a. Case name and number.
 - b. Service to be purchased and time period over which service will be provided.
 - c. Purpose of the service.
 - d. Total cost of this service and cumulative amount committed to date for all approved nonmandated Child Welfare Services since the beginning of the fiscal year, including this request.
 - e. A statement that all mandated services are or are not being provided by the county.
 - f. A statement that sufficient resources will or will not remain to satisfy Child Welfare Services case management.

4. Responses to written or telephone requests will be issued in writing within ten working days of receipt of the original request.
5. The following are not appropriate as nonmandated services and will not be approved.
 - a. Purchases to meet medical or dental needs.
 - b. Purchases to meet food, clothing or shelter needs.
 - c. Purchases for activities which are solely recreational in nature.

All requests for purchase of nonmandated activities should be directed to:

Adult and Family Services Operations Bureau
Department of Social Services
744 P Street, M.S. 9-532
Sacramento, CA 95814

If you have any questions regarding the above procedures, please contact your Adult and Family Services Operations consultant at (916) 322-6671 or ATSS 492-6671.



LOREN D. SUTER
Deputy Director
Adult and Family Services

cc: CWD